

**Approved Minutes
Vermont Downtown Board
07/28/2014**

Calvin Coolidge Conference Room, 6th Floor, National Life Bldg., Montpelier

Members Present:

- Noelle MacKay (*chair*), Agency of Commerce and Community Development
- Chris Cole, Agency of Transportation
- Jen Mojo, Agency of Natural Resources
- Michael Desrochers, Department of Public Safety
- Laura Trieschmann, State Historic Preservation Officer
- Peg Elmer, Smart Growth Appointee
- Elizabeth Finlayson, VT Association of Chamber Executives (by phone)
- Charles Jacien, Vermont League of Cities and Towns
- Michael McDonough, Gubernatorial Appointee from Bennington
- Ron Redmond, Gubernatorial Appointee Representing Downtown Organizations
- Michael Munson, Vermont Planners Association
- Ron Shems, Natural Resources Board
- Peter Gregory (*vice-chair*), Vermont Association of Planning and Development Agencies

Attending Community Planning and Revitalization (CP+R) Team Members: Richard Amore, Caitlin Corkins, Chris Cochran, Annina Seiler, Kate O'Brien and Dale Azaria, General Counsel, Department of Housing and Community Development.

Guests: Eileen Peltier, Central Vermont Community Land Trust; Charles Reeves, Penny Cluse Café; Kirsten Shapiro, Burlington Community and Economic Development Office (CEDO); Nathan Wildfire, CEDO; Erik Hoekstra, Redstone; Alexa Gould-Kavet, 132 Main St. Montpelier; Athanasios Toulis, Maple Corner Store; Nancy Toulis, Maple Corner Store.

Chair Noelle MacKay brought the meeting to order at 1:03 pm in the Calvin Coolidge Room, 6th floor of the National Life Building, Montpelier.

1. Approval of Minutes from June 23, 2014

Peg Elmer made a motion to approve the draft June 23, 2014 minutes and Charles Jacien seconded. A roll call vote was taken. Ayes: Chris Cole, Jen Mojo, Laura Trieschmann, Peg Elmer, Elizabeth Finlayson, Charles Jacien, Michael McDonough, Ron Redmond, Michael Munson, Ron Shems, Peter Gregory, and Noelle MacKay. Motion carried.

2. Public Comment Period

Noelle MacKay opened the meeting to public comment: there were no comments.

3. New Town Center and Growth Center –Town of Colchester – Noelle Mackay

Noelle MacKay presented the Board with an update regarding the New Town Center and Growth Center designation review for the Town of Colchester. Department staff met with Colchester officials to discuss the designation review and Board concerns. Noelle MacKay

made a motion to continue review of the Colchester New Town Center designation until the September Downtown Board meeting and to allow New Town Center and Growth Center benefits to continue to apply during the continuance. The additional time is intended to enable the town to produce evidence that civic and public buildings exist or will exist in the Center, as required for the New Town Center designation. Michael Munson seconded the motion and a roll call vote was taken. Ayes: Chris Cole, Jen Mojo, Laura Trieschmann, Peg Elmer, Elizabeth Finlayson, Charles Jacien, Ron Redmond, Michael Munson, Ron Shems, Peter Gregory, and Noelle MacKay. Abstained: Michael McDonough.

4. Tax Credit and Sales Tax Reallocation Applications – 42 – Caitlin Corkins

41 Downtown and Village Center Tax Credit applications and 1 Sales Tax Reallocation application were scored by Board members prior to the meeting. Requests exceeded the \$2,200,000 in available funding making this a competitive round. The Board reviewed and discussed the scores and ranking. Noelle MacKay recommended a partial award for Burlington's Sales Tax Reallocation application (reduced by \$80,628) and using \$252,900 of recaptured funds to fund all applications scoring above an average of 12 points. Board discussion ensued. Peg Elmer made a motion to approve all 37 applications scoring an average of 12 points or above, with a partial award (reduced by \$80,628) to the 151 St. Paul Street, Burlington application. Peter Gregory seconded the motion and a roll call vote was taken. Ayes: Chris Cole, Jen Mojo, Laura Trieschmann, Peg Elmer, Elizabeth Finlayson, Charles Jacien, Michael McDonough, Ron Redmond, Michael Munson, Ron Shems, Peter Gregory, and Noelle MacKay. Motion carried.

The Board discussed the quality of tax credit applications and the review process. Noelle MacKay summarized the discussion and identified changes that staff and downtown managers can implement in the coming round to improve the quality of applications and information.

5. Village Center Overview and Renewal Application – 4 – Richard Amore

Richard Amore presented the Village Center Summary identifying upcoming renewals and anticipated new applications. He continued by reviewing the Village Center Designation renewal policy and Act 59 town plan integration requirements. A lengthy Board discussion ensued. Dale Azaria, DHCD General Counsel, was present to answer questions.

Town of Castleton – Castleton Village Center

Richard presented the application for renewal of Village Center designation for Castleton Village Center. The application is considered incomplete as the town plan is not in conformance with ACT 59 requirements. Staff recommends the Board continue suspension until the municipal plan is updated or proceed with de-designation.

A lengthy Board discussion ensued. Charles Jacien, Castleton Town Manager, spoke on behalf of the renewal application and responded to questions from the Board.

Michael McDonough made a motion to de-designate Castleton Village Center and Peg Elmer seconded. A roll call vote was taken. Ayes: Chris Cole, Jen Mojo, Laura Trieschmann, Peg Elmer, Elizabeth Finlayson, Michael McDonough, Ron Redmond, Michael Munson, Ron Shems, Peter Gregory, and Noelle MacKay. Abstained: Charles Jacien. Motion carried.

Town of Castleton – Castleton Corners Village Center

Richard presented the incomplete application for renewal of Village Center designation for Castleton Corners Village Center. The application is considered incomplete as the town plan is not in conformance with ACT 59 requirements. Staff recommends the Board continue suspension until the municipal plan is updated or the Board proceed with de-designation.

Michael McDonough made a motion to de-designate Castleton Corners Village Center and Michael Munson seconded. A roll call vote was taken. Ayes: Chris Cole, Jen Mojo, Laura Trieschmann, Peg Elmer, Elizabeth Finlayson, Michael McDonough, Ron Redmond, Michael Munson, Ron Shems, Peter Gregory, and Noelle MacKay. Abstained: Charles Jacien. Motion carried.

Town of Granville – Upper Granville Village Center

Richard presented the complete application for renewal of Village Center designation for Upper Granville Village Center. The designated boundary was not altered and the map was updated to meet program standards. The Town of Granville has no zoning and no historic districts. Granville has updated the Town Plan to conform to ACT 59 requirements. Staff recommends proceeding with approval of the application for renewal of the Village Center designation for Upper Granville Village Center.

Michael Munson made a motion to approve renewal of Village Center designation for Upper Granville Village Center and Ron Shems seconded. A roll call vote was taken. Ayes: Chris Cole, Jen Mojo, Laura Trieschmann, Peg Elmer, Elizabeth Finlayson, Charles Jacien, Michael McDonough, Ron Redmond, Michael Munson, Ron Shems, and Noelle MacKay. Abstained: Peter Gregory. Motion carried.

Town of Granville – Lower Granville Village Center

Richard presented the complete application for renewal of Village Center designation for Lower Granville Village Center. The designated boundary was not altered and the map was updated to meet program standards. Staff recommends proceeding with approval of the application for renewal of the Village Center designation for Lower Granville Village Center.

Michael Munson made a motion to approve renewal of Village Center designation for Lower Granville Village Center and Chris Cole seconded. A roll call vote was taken. Ayes: Chris Cole, Jen Mojo, Laura Trieschmann, Peg Elmer, Elizabeth Finlayson, Charles Jacien, Michael McDonough, Ron Redmond, Michael Munson, Ron Shems, and Noelle MacKay. Abstained: Peter Gregory. Motion carried.

6. Old Business/New Business

- **Review New Open Meeting Law Requirements:** Dale Azaria, DHCD General Counsel reviewed the new open meeting law requirements and the impact on Board function. The Board raised concerns regarding the requirement that any addition or deletion of agenda items must be made as the first act of business and how this might impact the natural addition of topical discussions to the agenda that do not result in any Board action.

- **Village Green Program Presentation:** Kate O'Brien presented her summer internship work researching and documenting Village Greens across Vermont. Through a continuing partnership with Preservation Trust of Vermont, Vermont Urban and Community Forestry Program (ANR), Vermont Downtown Program (ACCD) and the UVM Community Based Learning Program she has documented 138 Village Greens and is creating one-pagers for 7 of these communities.
- **August Board Meeting:** Noelle MacKay announced that the August Board meeting will be cancelled. The Board will next meet on September 22nd, 2014.

7. Adjourn

The Downtown Board meeting was adjourned at 3:14 p.m.

Respectfully submitted, Annina Seiler